

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140153-3  
REPORTS INVENTORY

FORM NO. 100-140153-3  
DD3  
OTR/ISS - 26

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Consolidated Report on Information Handling and ADP Management		2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 4	5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual	6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>	9. DIRECTIVE AUTHORITY REQUIRING REPORT BOB Circular A-79 IHC D-130/1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/ISS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None	

**12. COST FACTORS**

**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		1		6.50		2		13.00
7	4.50		.5		2.25		2		4.50
									13
									x 2 = 3

**B. COSTS OF COMPUTER PRODUCED REPORTS**

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TOTAL COSTS PER YEAR \$17.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		0	0
<input type="checkbox"/> DISCONTINUE			STAT

16. DATE OF INVENTORY 9 OCT 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140153-3 Records Management Officer, OTR	18. EXTENSION
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